



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 12/13/2013	Interviewer: Laura Eckert	RFA #13 – 54
Person(s) Requesting Assistance: [REDACTED] on behalf of [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED] [REDACTED] [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): [REDACTED] both WWU staff, [REDACTED] faculty		
Requested Assistance Pertaining To (name, position, policy, project, etc.) Incident at Outdoor Center with student employee		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student Employee ☒

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input checked="" type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
12/13/2013	LE t/c w/ [REDACTED]	Fred received a call from [REDACTED] who had gone to Outdoor Center to rent equipment. [REDACTED] said that while having a conversation about renting equipment, the student employee working there jumped on the counter, pulled his pants down, and showed [REDACTED] his climbing scars. [REDACTED] felt [REDACTED], as Manager, should know, and doesn't want any other outcome. [REDACTED] verified with other employees that this happened. The student employee in question is graduating tomorrow (12/14/13), so no need to go through AS personnel process.
12/13/2013	Sue t/c w [REDACTED]	[REDACTED] confirmed the faculty member wasn't seeking any additional outcome beyond notifying [REDACTED] said he would deal with the student employee. Sue and [REDACTED] talked about training employees on appropriate behavior.